



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 15, 2013

Brenda Mussman  
545 Lincoln St.  
PO Box 44  
Miles, IA 52064

Dear Child Care Provider,

**Please read this carefully, failure to follow the instructions in this letter may result in revocation.** A copy of this letter went to CCRR. You may contact CCRR for a visit. CCRR can help you get the forms and such you may need. CCRR will notify DHS that you are in compliance. You received a paper from me during our visit regarding any missing items. The new worker's information is on the bottom of this letter. I want to say that you have done good a job of getting set up, since you did not mean to register. I am glad that you are enjoying child net.

This letter is in regards to the 10/9/13 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

Reminder: On November 1, 2013 there will new forms for physicals (for provider, family and pets). There are other forms will be updated at that time. These forms will be required to be in files during the next checklist.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. **This is because items are missing.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**This is going to part of child net, once you get examples, you need to complete both.**

☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal. **There are places on doors and door jams that need to be repainted.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **You stated that you are waiting for VA to send copies of physicals. You stated that you forgot about the immunizations, but you will work on obtaining copies.**

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place. **You reported that the food program took the certificate to make a copy. Please re-post when you get it back.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 3/1/14.**

☐ Based on the items out of compliance listed above & this is your first checklist, I will be completing a recheck or follow up visit to your home. This visit will occur sometime after 3/1/14.

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,

*Glenda Currier*

Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ex.t 422 800/650-6361 for long distance only Fax: 563/557-9177

CC: File, CCRR, DHS Supervisor

Always Remember: DHS web site: [www.dhs.state.ia.us](http://www.dhs.state.ia.us)

CCRR has a new consultation tool which they will be using when they visit you. This tool will help prepare you for my checklist visit. I am encouraging all providers to contact CCRR for a visit prior to your renewal date every year. CCRR has other tools to help too, like the Family Child Care Environmental Rating Scale (FCCERS), and info on Positive Guidance and Discipline to name a few. Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. The Fire Marshal or Safety officers in your area are good sources for help setting up smoke detectors, fire extinguishers and other zoning questions.

For Dubuque County:

CCRR 2728 Asbury Rd, Springs Building, Suite 215, Dubuque, IA 52001

563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: [cherie.kennedy@episervice.org](mailto:cherie.kennedy@episervice.org) Child Care Consultant, CCRR

Kacey Wiest: [kacey.wiest@episervice.org](mailto:kacey.wiest@episervice.org) Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 [mmcmahon@cityofdubuque.org](mailto:mmcmahon@cityofdubuque.org) Dubuque Fire Department

For Jackson & Clinton County:

CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220, Fax: 563-243-7331

Kathy Richmond, [krichmond@iacommunityaction.org](mailto:krichmond@iacommunityaction.org) Child Care Consultant, CCRR

Jeffrey Chapman, Safety Director: 563/242-0126 [jchapman@clintonfd.us](mailto:jchapman@clintonfd.us) Clinton Fire Department

For Scott County:

CCRR, 500 E 59th St, Davenport, IA 52807

563-324-3236, 563/324-3239 ext. 1421 Long distance: 866-324-3236

Lisa Hilsenbeck, [lhilsenbeck@iacommunityaction.org](mailto:lhilsenbeck@iacommunityaction.org) Child Care Consultant Supervisor

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).